

28 MAR 1968

Approved For Release 2000/08/03 : CIA-RDP72-00450R000100280022-8

SECRET

CIA ARCHIVES AND RECORDS CENTER MONTHLY STATISTICAL SUMMARY

MONTH

FEBRUARY 1968

25X1A9a

ACCESSIONING, DISPOSITION, HOLDINGS

ACTIVITY (Items 2 through 18 in cubic feet)	REPORTING PERIOD	FISCAL YEAR TO DATE	ESTABLISH TO DATE
1. ACCESSION JOBS (Number)	99	666	
2. RECORDS ACCESSIONED	571	5,859	121,990
3. RECORDS DISPOSED OF AT CENTER	235	1,486	23,133
4. RECORDS TRANSFERRED FROM CENTER	361	1,543	32,806
5. RECORDS HOLDINGS	66,051		
6. INTELLIGENCE REPORTS RECEIVED	891	3,135	61,759
7. INTELLIGENCE REPORTS DISPOSED OF AT CENTER	658	1,670	26,503
8. INTELLIGENCE REPORTS TRANSFERRED FROM CENTER	189	775	14,302
9. INTELLIGENCE REPORTS HOLDINGS	20,954		
10. VITAL RECORDS RECEIVED	73	882	17,551
11. VITAL RECORDS DISPOSED OF AT CENTER	25	434	4,410
12. VITAL RECORDS TRANSFERRED FROM CENTER	81	1,540	4,392
13. VITAL RECORDS HOLDINGS	8,749		
14. ARCHIVES ACCESSIONED	56	1,383	7,381
15. ARCHIVES DISPOSED OF AT CENTER	4	90	222
16. ARCHIVES TRANSFERRED FROM CENTER	15	18	902
17. ARCHIVES HOLDINGS	6,257		
18. TOTAL HOLDINGS	102,011*		

REFERENCE SERVICES

SERVICE (Number)	REPORTING PERIOD	FISCAL YEAR TO DATE	ESTABLISH TO DATE
19. RECORD DOCUMENTS LOANED	6,240	42,227	755,942
20. INFORMATIONAL REQUESTS	524	4,773	41,837
21. Archival Documents	253	2,637	
22. INTELLIGENCE REPORTS	3,930	12,955	
23. VITAL RECORDS	587	2,212	
24. TOTAL	11,534	64,804	
25. NO. OF PAGES REPRODUCED	1,050	6,295	

ITEMS RECEIVED

ITEMS (Number)	REPORTING PERIOD	FISCAL YEAR TO DATE	
26. INTELLIGENCE REPORTS	102,329	774,273	
A. INITIAL RECEIPT	100,991	757,623	
B. RETURNS	1,338	16,650	
27. Archival Documents	4,346	17,197	
28. VITAL RECORDS	2,008	14,711	
29. TOTAL	108,683	806,181	

SHELVING UTILIZATION

SPACE (Cubic feet)	REPORTING PERIOD	
30. TOTAL C	132,202	
31. UTILIZE	89,259	
32. XXXXX	12,752	
33. AVAILABLE	30,191	

25X1A6a